

ADULT NAME CHANGE INFORMATION

To ask the court for a legal name change, the following steps are required.

The clerk has given you the documents necessary for this court appearance. You should have one document entitled *Petition for Individual Change of Name*, and one entitled *Order for Individual Change of Name* (**the order will be given to you to complete at the time of filing**).

All documents must be filled out completely and legibly. Please read the statements carefully, as you will be signing this document, swearing to the statements made, under penalty of perjury.

1. Begin by printing your current complete legal name on the top line above the word Petitioner. The clerk will put in the case number for you.
2. On line 1 in the body of the petition, print your current, complete legal name as it is now. On the line under your current name, print the **full** name you desire.
3. Line 2 states that you are a resident of Clark County. This means that the place you consider “home” is in this county. This is a requirement, and you should not file in this court if you do not live in Clark County.
4. **If you are a registered sex offender**, it is required by law that you submit a copy of this application to the Sheriff or Washington State Patrol at least 5 days prior to the hearing and submit a copy of the signed order within 5 days after the hearing. Please mark box 3 accordingly.
5. Next, under line 4, tell briefly why you want the court to change your name.
6. Line 5 and 6 are statements to which you must swear.
7. Finally, sign this document with your current legal signature and put the date you will file this paper.
8. The next document is the Order for Individual Change of Name. All you need to fill out on this document is the top line, printing your full current legal name where it says petitioner, and the second and third blank lines stating your old name followed by your new name. Then fill out the bottom portion below the words “Presented by:” Do not fill out the date, or mark where the judge will sign the order. Again, print legibly.
9. When you file your paperwork at the District Court office, you will pay the \$96.00 **cash** filing fee. The clerk of the court will schedule a court date and time. You **MUST** be present at the hearing. At the hearing, a District Court judge will consider the petition and make a ruling. If your petition is denied for any reason, you will not receive a refund of your filing fee.
10. At the time of the hearing you will receive, at no additional cost, one certified copy of the order for your records. If additional copies will be needed, notify the clerk when you file your papers, pay the required fee, present a self-addressed stamped envelope, and you will receive them by mail. Certified copies are \$5 each. After the hearing, should you need a copy of the order, you will need to make your request at the Clark County Auditor’s office located on the second floor of the Public Service Center building. They will provide you with a certified copy for a fee.

Court staff can explain court procedures, practices, and terminology. They can give you information about the status of your case and help you with procedures such as filing a case or scheduling a hearing before a judge. They are not qualified or permitted by law to give legal advice. This means that when there are alternative ways to proceed, they cannot advise you on which course of action to take.

**IN THE DISTRICT COURT OF CLARK COUNTY
IN AND FOR THE STATE OF WASHINGTON**

IN RE the Change of Name of _____

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**NO. _____
PETITION FOR INDIVIDUAL
CHANGE OF NAME**

Petitioner.

The Petitioner requests an Order that will change:

1. My name from:

(Full Name)

to _____
(Full Name Desired)

2. I am a legal resident of Clark County, Washington.

3. I ___ am ___ am not a registered sex offender. (Registered sex offenders must submit a copy of this application to the Sheriff or Washington State Patrol at least 5 days prior to the hearing, and submit a copy of the signed order within 5 days after the hearing.)

4. This petition is made for the following reasons:

5. This petition is not made to avoid creditors or for any illegal or fraudulent purpose, but for the bona fide purpose of changing the name as indicated above.

6. The change of name will not be detrimental to the interest of any other person.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing statements in this petition are true and correct.

Signed at _____, on _____, _____
(City and State) (Date)

Signature